



## INDIANA ENVIRONMENTAL STEWARDSHIP PROGRAM ANNUAL PERFORMANCE REPORT

State Form 53475 (11-07)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
ENVIRONMENTAL STEWARDSHIP PROGRAM

Indiana Department of Environmental Management  
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Indianapolis, IN 46204-2251  
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[www.in.gov/idem/prevention/esp](http://www.in.gov/idem/prevention/esp)

### When to use this annual report form...

**STOP!** Is your facility a member of the U.S. Environmental Protection Agency's National Environmental Performance Track and Indiana Environmental Stewardship Program? If so, please use the U.S. EPA National Environmental Performance Track Annual Performance Report form available at <http://www.epa.gov/performance/track/program/report.htm>. The U.S. EPA will notify IDEM after receiving your annual performance report.

**GO!** Please use this annual report form if you are only a member of the Indiana Environmental Stewardship Program and not a member of the National Environmental Performance Track. Your Annual Performance Report should be reviewed and signed by a senior manager at your facility prior to submittal. Once signed, fax, mail, or e-mail the report to IDEM. If you have any questions, please contact the ESP Program Manager at 800-988-7901.

The Indiana Environmental Stewardship Program (ESP) Annual Performance Report should demonstrate progress toward objectives and targets AND certify ESP requirements continue to be achieved. The Annual Performance Report should cover the twelve (12) month calendar year and include the status of projects committed to in your facility's original ESP application, results of completed projects, and assurance that an annual internal environmental management system audit was conducted by your facility. Indiana ESP facilities must submit an Annual Performance Report by April 1<sup>st</sup> of every year, for each calendar year in which the entity has been a member for at least three (3) full months.

Please do not include any confidential business information in your Annual Performance Report. Public access laws require IDEM to make the Annual Performance Report publicly available, which may include posting all portions of your report on the Indiana ESP Web site.

SECTION A		FACILITY INFORMATION	
Name of Facility		Da-Lite Screen Company	
Name of Parent Company (if applicable)			
Street Address (number and street)		3100 North Detroit Street	
City/State/ZIP Code		Warsaw/IN/46581	
Facility/Company Web site		<a href="http://www.da-lite.com">www.da-lite.com</a>	
		CONTACT INFORMATION	
Contact Name (Mr./Mrs./Ms./Dr.)		James H. Fisher	
Title		Process Engineer	
Telephone number		574-267-8101	
FAX number		574-267-7804	
E-mail address		<a href="mailto:jfisher@da-lite.com">jfisher@da-lite.com</a>	
Mailing Address (if different from facility address)			
City/State/ZIP Code			
Reporting Period Dates		January 2008 to January 2009	
If this is your third Annual Performance Report, do you wish to renew your Indiana Environmental Stewardship Program membership?			
<input type="checkbox"/> Yes---If yes, please complete all sections of this annual report.			
<input type="checkbox"/> No---If no, you can skip Section D of this annual report.			
		CHANGE IN INFORMATION	
In your ESP application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any changes or additions to your facility's list of products or activities? If so, please list them in the space below.			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

SECTION B ENVIRONMENTAL MANAGEMENT SYSTEM ASSESSMENT									
Why do we need this information? IDEM needs information on the performance and assessment activities of your Environmental Management System (EMS).	What do you need to do? Please summarize your facility's EMS assessments. Attach additional sheets as necessary.								
<p>1. Is your facility currently registered to a recognized third-party EMS standard?</p> <p><input checked="" type="checkbox"/> Yes</p> <p>a. If yes, when was an EMS audit or other assessment last conducted by an independent third party at your facility? Please provide the <i>type</i> (e.g., ISO 14001 certification), <i>scope</i>, and <i>month</i> of the last assessment.</p> <p><input type="checkbox"/> No</p> <p>b. If no, when was an internal or corporate EMS audit last conducted at your facility? Please provide the <i>scope</i> and <i>month</i> of the last assessment.</p>	<p>Year: 2009</p> <p>Type: ISO 14001 Surveillance Audit</p> <p>Scope: Surveillance</p> <p>Month: March</p> <p>Year: 2009</p> <p>Scope: ISO 14001-2004 Section 4.4</p> <p>Month: March</p>								
<p>2. When did your facility last conduct an internal or corporate compliance audit? Please provide the <i>scope</i> and <i>month(s)</i> of each audit, and indicate <i>who</i> conducted the audit(s) (e.g., facility staff, corporate groups, third party). Do not include audits, inspections, or site visits by regulatory organizations.</p>	<p>Year: 2009</p> <p>Scope: Legal Compliance</p> <p>Month(s): March</p> <p>Who: EECA Engineering</p>								
<p>3. (Optional) Please describe any other audits that were conducted at your facility.</p>	<p>We have had surveillance audit from the registrar August. We also had a legal compliance audit in March. Finally our previous internal audit was performed by a consultant in July.</p>								
<p>4. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?</p> <p><input checked="" type="checkbox"/> Yes</p> <p>a. If yes, briefly summarize corrective actions taken and other improvements made as a result of your EMS assessment(s) or compliance audit(s).</p> <p><input checked="" type="checkbox"/> No</p> <p>b. If no, please explain your plans to correct these instances.</p> <p><input type="checkbox"/> No such instances identified.</p>	<p>Corrective Actions Made:</p> <ol style="list-style-type: none"> <li>1. Contractor training procedure revised.</li> <li>2. Gas leak Repaired and inspections added</li> </ol> <p>Corrective Actions in Progress</p> <ol style="list-style-type: none"> <li>1. Improve internal audit reporting.</li> <li>2. Retraining on labeling requirements.</li> <li>3. Revise forms for environmental project tracking.</li> <li>4. Assure that environmental decisions that may be outside of the established procedures are included in the management review.</li> <li>4. The NPDES yearly report needs to be submitted.</li> </ol>								
<p>5. Explain the emergencies experienced within the facility during the past year. Were the applicable emergency and contingency plans detailed in the EMS effective? What changes, if any, have been made to your facility's emergency or contingency plans?</p>	<p>We have had no significant emergencies.</p>								
<p>6. When was the last Senior Management review of your EMS completed?</p>	<p>Month/Year: July 2008</p> <p>Who headed the review? Name and Title: Jim Fisher; Management Representative.</p>								
<p>7. When did your facility last conduct a systematic identification or review of your environmental aspects?</p>	<p>Month/Year: December 2008</p>								
<p>10. (Optional) Please provide a narrative summary of progress made toward EMS objectives and targets <u>other than those reported as an Environmental Performance Initiative in the following section</u>. You may limit the summary to environmental aspects that are <i>significant</i> and towards which <i>progress</i> has been made during the last calendar year. Attach additional sheets as necessary.</p>	<table border="1"> <thead> <tr> <th>Environmental Aspect</th> <th>Progress Made This Year (e.g., quantitative or qualitative improvements, activities conducted)</th> </tr> </thead> <tbody> <tr> <td>Reduce Energy Use Gas Use</td> <td>Reduced gas and electric by 2920000 kwh</td> </tr> <tr> <td>Reduce Trash</td> <td>Reduced by 121 ton</td> </tr> <tr> <td>Reduce water use</td> <td>Reduced by 1.3 Million Gallons</td> </tr> </tbody> </table>	Environmental Aspect	Progress Made This Year (e.g., quantitative or qualitative improvements, activities conducted)	Reduce Energy Use Gas Use	Reduced gas and electric by 2920000 kwh	Reduce Trash	Reduced by 121 ton	Reduce water use	Reduced by 1.3 Million Gallons
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Reduce Energy Use Gas Use	Reduced gas and electric by 2920000 kwh								
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Reduce water use	Reduced by 1.3 Million Gallons								

**SECTION C****ENVIRONMENTAL IMPROVEMENT INITIATIVE RESULTS****Why do we need this information?**

Facilities need to share the results of the environmental improvement initiative that was pursued during the reporting period.

**What do you need to do?**

Use the following table to summarize your facility's environmental performance as compared to your ESP environmental improvement initiative.

Category:

Aspect:

Specific Information on Aspect (optional):

	Baseline	Progress during year 2008	Environmental Improvement Initiative Goal	Cost Savings (if applicable)
Actual Quantity (per year)	148.8	110.1	114	\$ 71688 (not normalized)
Measurement Unit	Tons	Tons	Tons	
Normalized Quantity (per year)	148.8	110.1	103.7	
Basis for your Normalizing Factor (e.g., gallons of paint produced)	employee hr.	employee hr.	employee hr.	

Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

1. Switched metals painting to powder coat.
2. Switch to electrostatic sprays for border coat.
3. Reduced reject rates.

Please list any state, EPA, or other partnership programs to which you are reporting this data (e.g., Energy Star, Project XL).

(Optional) If your facility has experienced continued results for environmental improvement initiatives pursued in past years of ESP membership, please share those results here.

**SECTION D****ENVIRONMENTAL IMPROVEMENT INITIATIVES****Why do we need this information?**

Facilities need to demonstrate their commitment to improving environmental performance.

**What do you need to do?**

Refer to the Environmental Performance Table

For ESP membership, you must identify three (3) environmental improvement initiatives for each 3-year membership term. One (1) initiative was identified in the application and the remaining will be identified each year in the annual report. Identify the new initiative that will begin this year by answering the following questions. Choose an indicator from the Environmental Performance Indicator Table to measure the identified environmental initiative. The Environmental Performance Indicator Table is provided with the ESP Application and is also available at <http://www.in.gov/idem/prevention/esp/table.doc>. The indicator you select for your initiative should be related to the objectives and targets in your EMS. Where possible, indicators should also be identified as having a significant environmental impact in your EMS. No more than two of your indicators can be from the same environmental category during the 3-year term. If you are not sure how your objectives and targets fit into the indicators from the Environmental Performance Indicator Table or whether your indicators are significant, call IDEM at 800-988-7901.

Please complete the following questions according to the environmental indicator you selected from the Environmental Performance Indicator Table. Additional information is required for air, hazardous waste, solid waste, and energy indicators as requested in Appendix 1.

What category have you selected from the Environmental Performance Table? (If the category is Energy Use, Waste, or Air Emissions for Total GHGs, please turn to Appendix 1 to complete additional questions pertaining to the category you have selected.) Waste

What indicator have you selected from the Environmental Performance Table? Hazardous Waste

All measurements should represent the performance level for the indicator across the entire facility. For many indicators, you may choose to focus your initiative on a specific subset of the indicator (e.g., a specific material, process, VOC, group of toxic air emissions, or particular waste component). Does your initiative include everything covered by the indicator (e.g., all VOCs, all non-hazardous waste), or a specific process, substance, or component (e.g., ethane, cardboard)?

- ☒ All  
☐ Specific

If your initiative is specific to a substance or component, please provide additional detail on your indicator (e.g., specific chemical to be reduced, specific waste component).

What activities or process changes do you plan to undertake at your facility to accomplish your initiative (e.g., technology changes in a particular process line, employee training)? Practice changes, employee training

Does this initiative address a significant aspect in your EMS?

- ☒ Yes  
☐ No

If no, please explain why you believe this indicator should be included as an environmental improvement initiative.

Stop! If the category listed in Question 3a is Energy Use, Waste, or Air Emissions for Total GHGs, please skip Questions 3a - 3b below and turn to Appendix 1 to complete the questions pertaining to the category you listed. After completing Appendix 1, return to question 4 and complete the remaining questions regarding your facility's environmental improvement initiative.

What units are you using to quantify this indicator? pounds

(Please refer to the Environmental Performance Indicator Table for the acceptable units for each indicator.)

List the baseline annual quantity of the indicator and the annual quantity you are committing to achieve by the future year.

Baseline quantity	30824	Year 2007
Future year quantity (not including production)	24000	Year 2009

Does the quantity presented in the future quantity column represent an absolute goal or a normalized goal?

- ☒ Normalized goal (i.e., indexed to level of business in baseline year)  
☐ Absolute goal (i.e., demonstrates improvement even if production increases)

Whether your goal is absolute or normalized, you will need to provide normalizing factors and normalized quantities in your annual performance reports.

Please briefly describe your basis for normalizing. Examples of potential normalizing basis include: gallons of paint produced, square feet of circuit boards sold, number of patients seen, dollars of sales adjusted for inflation, or number of employees (for R&D and administrative sites only).

Number of employee hours

Are you subject to Federal, State, tribal, or local regulatory requirements for this indicator?

- ☒ Yes  
☐ No

If yes, explain how your initiative exceeds regulatory requirements. Our goal is below the small quantity generator limit.

## SECTION E

## PUBLIC OUTREACH AND PERFORMANCE REPORTING

Why do we need this information?

IDEM needs to know how environmental information was shared with the public.

What do you need to do?

Describe how the facility has shared and plans to share environmental information.

Please briefly describe the activities that your facility conducted during this reporting period to interact with the community on environmental issues and to report publicly on its environmental performance. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements). We have promoted a "Screen Green" program that features our ISO14001 certification and our recycling efforts.

Please indicate which of the following methods your facility plans to use to make its ESP Annual Performance Report available to the public. Please check as many as appropriate.

- ☐ Website (<http://www.> )  
☐ Open House  
☐ Meetings  
☐ Press Releases  
☐ Community Advisory Panel  
☒ Other Information will be available on request.

## SECTION F

## ADDITIONAL INFORMATION

Why do we need this information?

This information will help IDEM to effectively manage the Environmental Stewardship Program.

What do you need to do?

Answer the questions as completely as possible.

- In addition to ESP, please list environmental awards received or voluntary programs participated in during the past twelve months (include information about each particular program).  
Our products are certified by Greenguard for indoor air quality. Our Environmental Management Program is registered under ISO 14001-2004. All of our sales associates are AP qualified for the LEED program.
- Has your facility taken advantage of any ESP incentives? If so, please describe the implementation process and list additional benefits IDEM should consider.  
No.
- If your facility was not registered to the ISO 14001 standard prior to becoming an ESP member, has ESP helped you to pursue registration? If so, how has ESP been instrumental in achieving registration?  
We were already registered to ISO 14001 when we applied for the ESP program.
- Explain the measured or perceived results from receiving, documenting, and responding to external communication.  
We have a record of customer and community inquiries. This gives an idea of what our customers consider important.
- How have community residents and businesses reacted to your facility participating in the Indiana Environmental Stewardship Program?  
Our feedback from the community has been positive.
- According to the measurement program developed and implemented by your facility to measure Environmental Management System success, is your facility's EMS successful? Why or why not? If not, what changes will be made to ensure continual environmental improvement and future EMS success?

Our program has been very successful. We can show for 2008 a \$194,000 savings in reduced energy, waste, and water use.

#### CERTIFICATION AND PLEDGE

On behalf of Da-Lite Screen Company (name of facility),

I certify that the information contained in this Annual Performance Report and attachments is accurate to the best of my knowledge and that this facility is to the best of my knowledge and based on reasonable inquiry, currently in compliance with all applicable federal, state, and local environmental requirements, and has a corrective action program in place to attain compliance.

We, Da-Lite Screen Company, commit to maintaining the principles and goals outlined in our Environmental Management System for our facility's Indiana Environmental Stewardship Program status. We agree to strive for full compliance with all regulations promulgated by the U.S. EPA, state, or local jurisdictions. We agree to promote the Indiana Environmental Stewardship Program and to share our success stories with other facilities. We understand that the Annual Performance Report must be submitted to IDEM by April 1<sup>st</sup> of each year and that we must reapply to the Indiana Environmental Stewardship Program every three years.

I understand that the information provided in this Annual Performance Report will be public record. I am the senior facility manager or authorized facility signatory, and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is submitting this Annual Performance Report.

Signature

*John Bensch*

Title

Director of Engineering

Date (month, day, year)

3/23/09

Please mail, fax, or e-mail your completed Environmental Stewardship Program Annual Performance Report to:

IDEM-OPPTA  
ESP Program Manager  
MC 64-00 IGCS W041  
100 North Senate Avenue  
Indianapolis, IN 46204-2251

FAX: 317-233-5627  
E-mail: [esp@idem.IN.gov](mailto:esp@idem.IN.gov)



**Waste - Non-Hazardous Waste Generation**

In the table below, please enter your facility's amount of non-hazardous waste, broken down by waste management method. Please enter both the amounts you manage currently and that you intend to manage in your future reporting year. "Waste" is defined as all materials sent off-site that are neither product nor product packaging.

Is the goal of your non-hazardous waste commitment to:

- ☐ Reduce non-hazardous waste  
☐ Improve waste management methods  
☐ Combination of both strategies

How much of your waste is handled using each management method?

Method of Waste Managed	Baseline Year 20	Future Year 20	Units
Landfill			
Incineration			
Reused/recycled off-site			
Other management - Specify:			
<b>Total Non-Hazardous Waste</b>			

**Waste - Hazardous Waste Generation**

In the table below, please enter your facility's amount of hazardous waste, broken down by waste management method. Please enter both the amounts that you manage currently and that you intend to manage in your future reporting year. Include all hazardous waste that is treated on-site or sent off-site.

Is the goal of your hazardous waste commitment to:

- ☒ Reduce hazardous waste  
☐ Improve waste management methods  
☐ Combination of both strategies

How much of your hazardous waste is handled using each management method?

Method of Waste Managed	Baseline Year 2007	Future Year 2009	Units
Landfill			
Incineration	11999	18000	
Reused/recycled off-site	18825	6000	
Treated on-site			
Other management Specify:			
<b>Total Hazardous Waste</b>	<b>30824</b>	<b>24000</b>	

